

Finance Committee Regular Meeting
Minutes of the August 12, 2014

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 7:30 a.m. on Tuesday August 12, 2014 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Adelmeyer, Gohr and Uttke.

Also present: County Board Chairman Russ Kottke, Supervisor Jeff Berres, Mielke, Kolp, and Hilker. Others, Ruth Otto, Joyce Fiacco, Scott Smith, Jane Hooper, Tony Marchese, Janet Wimmer, and Lifke.

Julie Kolp, Finance Director certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Gohr and 2nd by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion Carried.

Motion by Gohr and 2nd by Uttke to approve July 8, 2014 and July 15, 2014 regular committee meeting minutes as presented. Motion Carried.

Resolution No. 14-27 Abolish and Create Job Positions. The Fiscal Note set forth in Resolution No. 14-27 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on 2014's adopted Budget. According to Information Technology (IT) Director Ruth Otto, the new position is to address future AS 400, database administration and sequel server needs. The position will be filled in 2015 and will not affect 2014's budget.

Resolution No. 14-31 Create Dementia Care Specialist Positions. The Fiscal Note set forth in Resolution No. 14-31 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on 2014's adopted Budget. According to Human Services and Health Director, Janet Wimmer the position will be fully funded by a grant. The position is to support the needs of an aging population and will continue until grant funding ends. The grant includes funding for dementia and Alzheimer's residences and their caregivers. Motion by Gohr and 2nd by Schaefer to approve the Fiscal Note as presented and authorize and direct Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 14-31 to the County Clerk. Motion Carried.

Resolution No. 14-32 Abolish and Create Job Positions. The Fiscal Note set forth in Resolution No. 14-32 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of (\$396.80) on 2014's adopted Budget. According to Wimmer, the new positions will cost \$66,993 and the abolished positions will save \$67,389 resulting is \$396 savings. Motion by Uttke and 2nd by Adelmeyer to approve the Fiscal Note as presented and authorize and direct Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 14-32 to the County Clerk. Motion Carried.

Resolution No. 14-26 Create Alcohol and Other Drug Abuse (AODA) Counselors Positions. The Fiscal Note set forth in Resolution No. 14-26 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on 2014's adopted Budget. According to Wimmer this position along with the newly created Treatment Alternatives and Diversion position will address the growing heroin problem in Dodge County. The current wait time for treatment isn't addressing citizens' needs. This position is partially reimbursable and was created to reduce wait times from days and/or weeks to 24 hours. This position will be filled in 2015 and will have a \$0 impact on 2014's Budget.

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Resolution No. 14-30 Remodel and Upgrade Bathrooms at Northview Heights CBRF. The Fiscal Note set forth in Resolution No. 14-30 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$44,400 on 2014's adopted Budget. According to Clearview Administrator, Jane Hooper and Clearview Director of Financial Services, Tony Marchese the renovation will improve the layout and size of 2 CBRF rooms to accommodate bariatric patients. Maas Brother's bid for \$33,300 was accepted. The other bid was by Cardinal Construction for \$41,500. Motion by Schaefer and 2nd by Gohr to approve the Fiscal Note as presented and authorize and direct Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 14-30 to the County Clerk. Motion Carried.

Resolution No. 14-34 Addressing Management Strategic Implementation Plan. The Fiscal Note set forth in Resolution No. 14-34 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$21,325 on 2014's adopted Budget. According to Land Resources and Parks Director, Joyce Fiacco retained Register of Deeds recording fees will be used to fund this resolution. The Addressing Management Strategic Implementation Plan will enable creation, management and maintenance of a high quality address data repository which will provide support for all address-related business process used throughout the county. Accurate addressing plays a critical role in many county functions including assessment, tax collection, delivery of emergency and social services. Motion by Uttke and 2nd by Schaefer to approve the Fiscal Note as presented and authorize and direct Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 14-34 to the County Clerk. Motion Carried.

Chief Deputy Sheriff, Scott Smith appeared before committee members to request a re-appropriation of \$15,500 from Business Unit (BU) 1326.5818 – Computer Equipment to BU 1326.5819 – Other Capital Equipment. According to Smith, the security system in the detention facility has been a concern for a number of years. It has a finite life span with many moving parts. It's responsible for opening and closing doors, communication, cameras, video and security throughout the facility. It's the original security system and maintenance is struggling to keep it running. Due to the complexity of hardware and software beyond the county's expertise, Smith is requesting the assistance of a consulting group to take the process through the 5 phases from assessment to implementation. Phase 1 will be in 2014 with money from Jail Improvement Funds and further phases will be budgeted. Motion by Uttke and 2nd by Schaefer to approve re-appropriation of \$15,500 from BU 1326.5818 – Computer Equipment to BU 1326.5819 – Other Capital Equipment for purpose of Phase I of Detention Center Security System Upgrade and authorize payment when vouchers received. Motion Carried.

Scott Smith, Chief Deputy Sheriff appeared to present information on purchasing Light bars, Push bumper and Partitions for Sheriff squad cars. According to Smith, these purchases will outfit the 5 newly purchased squad vehicles. Motion by Uttke and 2nd by Schaefer to purchase 5 Liberty Light bars with mounting hooks for \$7,900 and 5 Push bumpers and Partitions for \$7,800 from BU 2021 – Traffic Patrol and process vouchers when received. Motion Carried.

Jim Mielke, Administrator presented the preliminary Property Equalized Valuation Report. According to Mielke, 2014's Preliminary Equalized Value reduced by Tax Increment District (TID) is \$5,764,589,000; a 2.47% increase from 2013's Equalized Value. If 2014's mill rate of 5.702% was used, the levy would increase \$791,724. At 2014's tax levy, the mill rate decreases to 5.564%. There was consensus by committee members to decrease the mill rate to 5.642 with an additional \$450,000 added to the tax levy leaving \$341,724 unused capacity.

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Mielke continued with a draft 2015 Financial Plan for County Sales and Use Tax proceeds and accumulated Sales Tax Fund Balance. Mielke requested input from committee members. Projects discussed included:

- Total debt service for Clearview, Henry Dodge Office Building and Juneau Highway shop. Total principal payment is \$2,805,000.
- Upgrading Henry Dodge Office Building's air conditioner unit from water cooled to air cooled. Estimate is \$375,000.
- Phase II of Emergency Management Simulcast expansion. Estimate is \$332,000.
- Interior vapor barrier repair at the Administration Building to prevent continued problems with exterior stone. Estimate is \$150,000 per floor with Phase I estimated at \$300,000.
- Gold Star Memorial Trail grant application was denied by Department of Transportation. It will not be included in 2015's budget but it may be in 2016's.
- Detention Facility security system Phase II through IV total estimate of \$1,000,000 by Mead and Hunt. Estimate for 2015 is \$275,000. Balance is proposed to be budgeted in 2016.
- Communication Center upgrades for 911 system and text to 911 packages. Estimate is \$275,000
- Pole Shed construction pending sale of Fox Lake facility. Estimate is \$150,000.

The 2015 Financial Plan proposed by Mielke included \$4,322,765 2015 Sales and Use Tax collection and \$1,300,000 Sales and Use Tax Fund Balance for a total of \$5,622,765. At this time, Mielke inquired if an amount of Unassigned General Funds be used to prepare 2015's budget. Committee members agreed, by consensus to allow Mielke an amount not to exceed \$750,000 in planning 2015's budget. Final Financial Plan and CIP will be reviewed at September's Finance Committee meeting and resolutions will be prepared for September's County Board meeting.

The County Treasurer provided committee members copies of June 2014's report of working cash account and July 2014's county investment holdings for review. According to Patti Hilker, Treasurer the AIMS accounts are completely closed out with the funds being transferred to the LGIP 01 – General Funds and LGIP 02 – Eastern Wisconsin Counties Railroad Consortium (EWCRC). Hilker is working with John Corey, Corporation Counsel regarding the American Deposit Management LLC contract.

The monthly county and quarterly state sales tax remittance reports were reviewed. July 2014's remittance for May was \$589,725 compared to \$510,392 from the same period in 2013. The fiscal year remittance to date is \$3,278,817 compared to \$3,010,005 the same time period in 2013.

Julie Kolp, Finance Director presented the Financial Statements with Independent Auditor's Report for Years Ended December 2013 and 2012. Kolp informed committee members that bound copies are available upon request. The electronic version will be on the county website after the August County Board meeting. Kolp highlighted the Required Supplementary Information. This included:

- Changes in Equalized Value of Taxable Property for the past ten years.
- Changes in full and part-time budgeted positions for the past ten years.
- Changes in miscellaneous operating indicators for the past ten years.

Kolp provided information on a less than \$3,000 UW Extension Department appropriation request from UW Fund Balance BU 6812 – Master Gardener. The Finance Director has the authority to appropriate less than \$3,000. The \$700 appropriation will be used for Master Gardener Level 1 training curriculum expenses. Kolp presented the information for committee awareness.

Kolp provided information on a less than \$3,000 Sheriff's Department appropriation request from Federal Forfeiture Fund Balance BU 2036. The \$315 appropriation will be used to for 5 Olympus WS-821 digital voice recorders for Task Force operations. Kolp presented the information for committee awareness.

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Kolp provided information on a less than \$3,000 Sheriff's Department appropriation request from Federal Forfeiture Fund Balance BU 2036. The \$1,888 appropriation will be used to cover additional Task Force training expenses. Kolp presented the information for committee awareness.

Kolp presented a Kronos update. According to Kolp, Kronos is on site for training and testing of the Timekeeper system. Problems have been discovered so first phase testing has been set back 4 weeks. To stay on schedule, the first and second deployment group will go live at the same time.

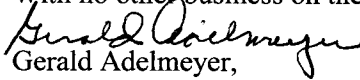
Kolp continued with a US Bank Purchase Card update. More groups have been deployed and the process is progressing forward and has been successful. Maintenance, Land Resources and Parks, Emergency Management, Medical Examiner and Highway are currently live with Sheriff, Clearview, Human Services and Health, Child Support, Courts and Register of Deeds going live August 18, 2014.

Mielke continued with an update on the MetalFab building. Testing and asbestos removal is estimated at \$71,000 - \$72,000. The current renter has a financial obligation with an advisor and the current environment may not be conducive with the obligation. Taxation Committee is waiting for an update from the renter.

Mielke requested input from committee members regarding the budget book tables and Significant Increases and Decreases section. Committee members requested to keep the tables similar to those presented in 2014's book. For significant increases and decreases, committee members requested any change greater than 10% of 2014's budgeted amount be listed.

Next regular meeting is scheduled for Tuesday, September 9, 2014 at 7:30 a.m. in Room H & I - Auditorium on the 1st floor of the Dodge County Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 10:33 a.m.


Gerald Adelmeyer,
Secretary